



STATE OF IDAHO
invites applications for the position of:

Engineering Technician

SALARY: \$25.69 - \$33.40 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 08/18/21
CLOSING DATE: 09/06/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, Idaho 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification and position type.

ANNOUNCEMENT NUMBER:	21-78-MN
AREA OF CONSIDERATION:	Open to current, members (O-2 and below, Any Warrant, Any Enlisted) of the Idaho National Guard
POSITION TITLE:	Engineering Technician
PAY GRADE:	NGA-9
POSITION CONTROL NUMBER:	5196
CLASS CODE:	20249
SALARY:	\$25.69 to \$69,462 hourly (\$53,433 to \$69,462 annually)
FLSA CODE:	Covered
DUTY LOCATION:	Military Division, Idaho Army National Guard, Construction and Facilities Management Office (CFMO), Design and Project Management (DPM) Office, Boise, ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Officer; Warrant; Enlisted; Limited Service Appointment (<i>Initial appointment will be limited</i>)

	<i>service. The prior incumbent has USERRA position restoration rights not to exceed 5-years. If restoration rights are not exercised, the selected incumbent may remain in the position without further</i>
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: ENGINEERING TECHNICIAN
POSITION CONTROL NUMBER(S): 1156, 5196 & 5414-5416
CLASS CODE NUMBER: 20249
SALARY GRADE: NGA-9

INTRODUCTION: These positions are assigned to the Construction and Facilities Management Office (CFMO), Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division. The primary purpose of these positions is to perform nonprofessional technical work in functions such as design, plans development, inspections, data collection, analysis, data input, and assistance in materials testing. These activities require application of the basic principles of engineering technology, computer drafting and related disciplines.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Meets with building managers as the technical advisor for work requests. Serves as the liaison to the Construction and Facilities Management Officer (CFMO) to ensure that Army National Guard (ARNG) projects are properly completed.
2. Working from specific design criteria, assists in preparation of sketches, layouts, construction details, plus other duties including final plans and profile sheets, using a wide range of techniques.
3. Maintains IDARNG files with applicable project, facility and construction documents. Keeps documents up to date by making necessary changes and revisions and reproductions for other directorates, agencies and contractors.
4. Assists Engineers and Project Managers in the preparation of statements of work, project plans and specifications, and cost estimates for various engineering projects to be contracted. Performs code reviews to ensure the projects comply with all local, state and national codes.
5. Receives assignments for minor construction and maintenance/repair projects. Inspects projects for compliance with plans and specifications.
6. Works under the direction and oversight of the Project Manager/Program Manager; may assist with quality control on projects.
7. Writes scopes of work and requests for proposals. Conducts pre-bid contractor walk-through. Coordinates with building managers and contractors to ensure that services are performed according to specifications.
8. Inputs data and maintains data base reporting systems with accurate information. Produces reports, briefings, and collects data input from military and civilian sources. Responsible for data input and collection for various Army and National Guard information systems for all IDARNG facilities statewide.

9. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.
10. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: The incumbent works directly for an Engineer, Project Manager or Program Manager who provides assignments by outlining general requirements, furnishing instructions as to the scope of objective(s), time limitations, priorities, and similar aspects. The incumbent works independently and uses initiative in planning and executing work. Uses judgment in selecting and interpreting the design, drafting and other engineering standards and practices to specific assignments and tasks. Seeks consultation and assistance from the supervisor for significant deviations from guidelines, standard practices, and/or when distinctly new criteria or new techniques are involved.

PERSONAL WORK CONTACTS: Contacts include military personnel, federal technicians and state employees of the Idaho Military Division/Idaho National Guard at all levels of management; representatives of civilian utilities; private contractors; and representatives of other governmental entities.

WORKING CONDITIONS / PHYSICAL EFFORT: Office work occurs in a controlled environment; however, the position requires the capacity for physical work. Field work involves moderate risks and discomfort such as hot and cold weather, working around equipment, dust, noise and related factors. Incumbent may be required to use protective clothing or equipment, such as hardhat, boots and goggles. Some travel, via all modes of transportation, may be required and may involve overnight stays.

FLSA Overtime Code: C (Covered; time and one-half)
EEOC: C04 (Technical)
WCC: 8810
SEPTEMBER 2019

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS:

Mandatory Requirements (conditions of employment)

- Must be a current, member (O-2 and below, Any Warrant, Any Enlisted) of the Idaho National Guard.
- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Knowledge, Skills and Abilities (KSAs)

Applicants must have 24-months of specialized experience performing related to the duties as specified below.

- Knowledge of established engineering techniques, principles and practices as it relates to construction and facilities management.

- Proficiency/skill in using the Microsoft Office Suite to include Word, PowerPoint, Excel and Outlook.
- Ability to read, interpret and assist in making of sketches, drawings, diagrams and charts using a wide variety of precedents and technical guidelines.
- Ability to communicate orally and in writing in a clear and concise manner to coordinate and accomplish work objectives and prepare reports.
- Ability to learn and proficiently utilize work area specific computer programs such as PRIDE (Real Property online database), BUILDER (Sustainment Management System), iEMS (Integrated Engineering Management System for accounting and work order processing), and AutoCAD.
- Knowledge of current environmental and safety concerns/practices as they pertain to construction projects.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.
- d. Incumbent must be a current member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #21-78-MN
ENGINEERING TECHNICIAN
GD

304 North 8th Street
Boise, ID 83720

Engineering Technician Supplemental Questionnaire

- * 1. Mandatory Requirement: Must be a current, member (O-2 and below, Any Warrant, Any Enlisted) of the Idaho National Guard.
Provide your military grade, job title, MOS/AFSC/AOC and unit of assignment.

- * 2. Mandatory Requirement: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to meet this condition of employment (have and maintain).

- * 3. Mandatory Requirement: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. KSA: **Knowledge of established engineering techniques, principles and practices as it relates to construction and facilities management.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 5. KSA: **Proficiency/skill in using the Microsoft Office Suite to include Word, PowerPoint, Excel and Outlook.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 6. KSA: **Ability to read, interpret and assist in making of sketches, drawings, diagrams and charts using a wide variety of precedents and technical guidelines.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement.

Response should be detailed and include specific examples of job duties performed, responsibilities, etc.

- * 7. KSA: **Ability to communicate orally and in writing in a clear and concise manner to coordinate and accomplish work objectives and prepare reports.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 8. KSA: **Ability to learn and proficiently utilize work area specific computer programs such as PRIDE (Real Property online database), BUILDER (Sustainment Management System), iEMS (Integrated Engineering Management System for accounting and work order processing), and AutoCAD. Provide information on programs and/or systems that you have worked with to prioritize and manage competing requirements.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. KSA: **Knowledge of current environmental and safety concerns/practices as they pertain to construction projects.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 10. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes ☐ No

- * 11. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes ☐ No

- * Required Question